



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

Baseline Reporting

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Key Takeaways

- **Congratulations!** – After a competitive application process, you were selected from more than 2,800 applications received.
- **Expectations** – NTIA expects great things from the people in this room.
- **Management** – NTIA is committed to working with you to ensure that your projects are completed on schedule, on budget, and that they deliver the promised benefits to the communities you serve.
- **Commitment** – We are partners. Together we must execute the plans quickly, responsibly, and with the highest standards of excellence.

Execute on the commitments of your project as defined in the Baseline!





Agenda: Baseline Reporting

- Overview & Objectives
- Section by Section
 - Milestones
 - Quarterly and Annual Indicators
 - Project Plan
- Submission, Evaluation, Approval





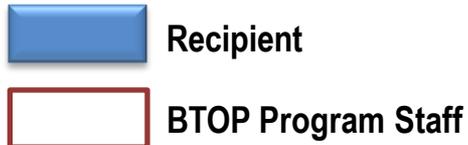
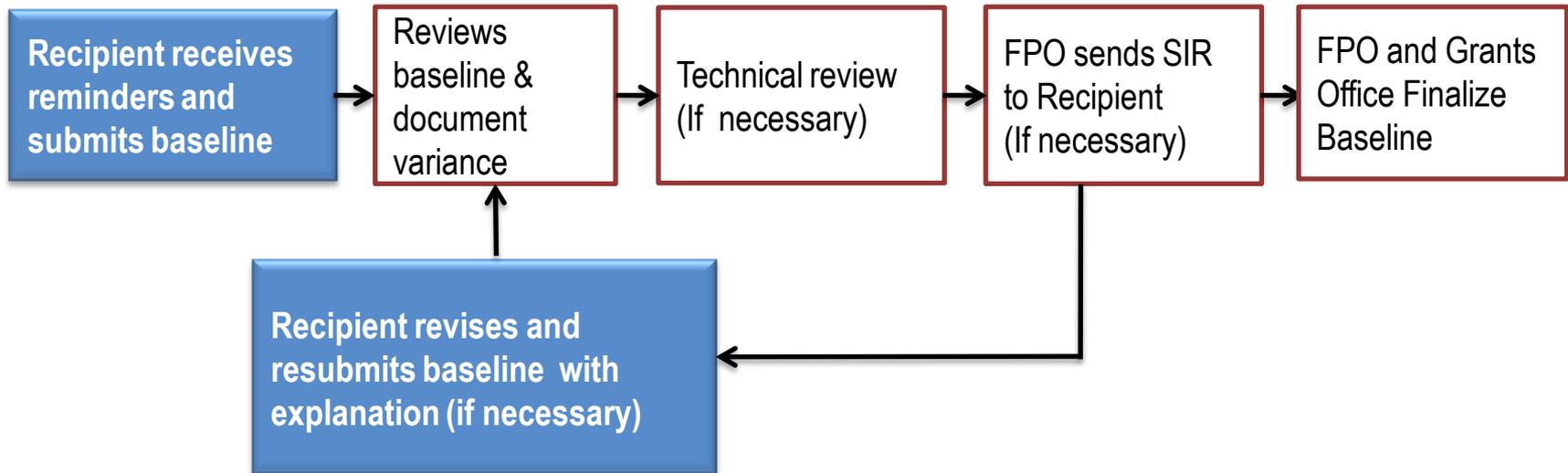
Baseline Overview & Objectives

- Defines expectations for performance, spending, and activities during the award project.
- Opportunity to clarify and adjust milestones and key indicators.
 - May have changed as a result of federal bidding requirements, special award conditions, or other unforeseen events.
 - Not an opportunity to change the activities in a project.
- Baselines set performance expectations.
 - Quarterly and Annual PPRs will be compared against Baseline reports.
 - Used to identify gaps in expected and actual budget/financials, project benefits, etc.
- Used to forecast the public benefit of BTOP projects and the use of grant funds.
 - OMB, ARRA, Congress, etc.





Review and Evaluation Process





Round 2 Baseline - Key Dates

Task	Start Date	Due Date
Submit Baseline <i>Recipient</i>	Now!	11/15/2010
Review and Send Supplemental Information Request (SIR) <i>BTOP Program Staff</i>	11/16/2010	12/3/2010
Resubmit Baseline with SIR Response <i>Recipient</i>	12/8/2010	12/17/2010
Review and Approve Baseline <i>BTOP Program Staff</i>	12/18/2010	12/21/2010





Milestones

- Describes project completion in terms of the ***projected expenditure of funds***, by category.
- Completion percentages and corresponding dollar amounts should correlate.
 - Check your math, watch for rounding errors.
- Record **N/A** for any milestone category that does not apply.
- Insert additional milestones you may have at the bottom of the chart, if necessary.





Infrastructure Milestone Categories

INFRASTRUCTURE MILESTONE CATEGORIES													
All projects must be fully completed no later than three years following the date of the issuance of the award. Please use the table provided to indicate your anticipated percentage of completion by quarter for each of the three years of your project. The percentage should be based primarily on the expenditure of your project budget and should be reported cumulatively from award inception through the end of the each quarter. Year One begins with your award start date. Please also provide a brief description (100 words or less) of the primary activities involved in meeting each milestone (a single description should be provided for each milestone, covering all quarters in years one through three). Please write "N/A" if your project does not include this activity. If necessary, please insert additional milestones you may have at the bottom of the chart.													
MILESTONE CATEGORIES	YEAR 1				YEAR 2				YEAR 3				Primary Activities
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1. Overall Project													
2. Environmental Assessment													
3. Network Design													
4. Rights Of Way													
5. Construction Permits And Other Approvals													
6. Site Preparation													
7. Equipment Procurement													
8. Network Build (all components - owned, leased, IRU, etc.)													
9. Equipment Deployment													
10. Network Testing													
11. Other (please specify):													

Year One begins with the recipient's award start date

Percentages should always be reported cumulatively from award inception through end of each quarter

Recipients provide a brief description (100 words or less) of the primary activities involved in meeting each milestone in years 1-3





Milestone Data Sources

Milestone		Data Sources
1	Overall Project	<ul style="list-style-type: none">▪ Project Budget▪ SF-424C▪ Build Out Timeline (Project Plan)▪ Special Award Conditions▪ Order of Operations (Environmental, Construction, etc)
2	Environmental Assessment	
3	Network Design	
4	Rights Of Way	
5	Construction Permits And Other Approvals	
6	Site Preparation	
7	Equipment Procurement	
8	Network Build (all components - owned, leased, IRU, etc.)	
9	Equipment Deployment	
10	Network Testing	
11	Other (please specify)	



Quarterly Indicators

- Documents the *realization of project benefits*.
- Ensure that your totals by project end date match the award expectations (CD-450).
 - Federal grant assistance and match contribution.
- Record **N/A** for any milestone category that does not apply .





Key Quarterly Indicators

INFRASTRUCTURE KEY INDICATORS												
Please use the following table to provide anticipated key indicators and subscribers for your Infrastructure project. Except as indicated, information should be reported cumulatively from award inception through the end of the quarter for Quarterly Indicators and for the end of the year for Annual Indicators. Please write "N/A" if your project does not include this indicator.												
QUARTERLY INDICATORS	YEAR 1				YEAR 2				YEAR 3			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. New network miles deployed												
2. New network miles leased												
3. Existing network miles upgraded												
4. Existing network miles leased												
5. Number of miles of fiber (aerial or underground)												
6. Number of new wireless links												
7. Number of new towers												
8. Number of new interconnection points												
9. Number of signed agreements with broadband wholesalers or last mile providers												
10. Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers (This number should NOT be reported cumulatively)												
11. Federal grant expenditures												
12. Matching funds expenditures												

Percentages should be reported cumulatively from award inception through end of each quarter

Cumulative dollars, not percentages!

Year One begins with the recipient's award start date

Final quarter should reflect completed projects, use of all Federal funds, and contribution of all match! Project completion may be prior to Year 3 Q4...





Projected Number of Subscribers

PROJECTED NUMBER OF SUBSCRIBERS		YEAR 1				YEAR 2				YEAR 3			
SUBSCRIBER TYPE	ACCESS TYPE	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
13. Please provide the data according to the type of subscriber. Write "N/A" if your project does not pass or serve a particular subscriber type. Figures should be reported cumulatively from award inception.													
13a. Please provide the following information if you are offering middle mile services to broadband wholesalers/last mile providers.													
Broadband Wholesalers or Last Mile Providers	Providers with signed agreements receiving new access												
	Providers with signed agreements receiving improved access												
	Providers with signed agreements receiving access to dark fiber												
	Please identify the speed tiers that will be available and the estimated number of providers for each												
13b. Please provide the following information if you are offering services to community anchor institutions.													
Community Anchor Institutions (including Government institutions)	Total subscribers served												
	Subscribers receiving new access												
	Subscribers receiving improved access												
	Please identify the speed tiers that will be available and the estimated number of subscribers for each												
13c. Please provide the following information if you are offering last mile services to homes and businesses.													
Residential/Households	Entities passed												
	Total subscribers served												
	Subscribers receiving new access												
	Subscribers receiving improved access												
	Please identify the speed tiers that will be available and the estimated number of subscribers for each												
Businesses	Entities passed												
	Total subscribers served												
	Subscribers receiving new access												
	Subscribers receiving improved access												
	Please identify the speed tiers that will be available and the estimated number of subscribers for each												

Any Project with Service Provider Partners and CAls

Last Mile Projects Only





Quarterly Indicator Data Sources

Quarterly Indicator		Data Sources
1	New network miles deployed	<ul style="list-style-type: none">Key Metrics DashboardApplication and Revisions Memo
2	New network miles leased	
3	Existing network miles upgraded	
4	Existing network miles leased	
5	Number of miles of new fiber (aerial or underground)	
6	Number of new wireless links	
7	Number of new towers	
8	Number of new interconnection points	
9	Number of signed agreements with broadband wholesalers or last mile providers	



Quarterly Indicator Data Sources (Cont'd)

Quarterly Indicator		
10	Number of potential agreements (i.e., agreements currently being negotiated) with broadband wholesalers or last mile providers	<ul style="list-style-type: none">▪ Key Metrics Dashboard
11	Federal grant expenditures	<ul style="list-style-type: none">▪ CD-450
12	Matching funds expenditures	<ul style="list-style-type: none">▪ SF-424▪ Application and Revisions Memo
13	Subscriber Counts	
a	Broadband Wholesalers or Last Mile Providers	<ul style="list-style-type: none">▪ Key Metrics Dashboard
b	Community Anchor Institutions	
c	Residential / Households	<ul style="list-style-type: none">▪ Key Metrics Dashboard
d	Businesses	<ul style="list-style-type: none">▪ Last Mile Projects Only!



Annual Indicators

ANNUAL INDICATORS		YEAR 1	YEAR 2	YEAR 3
1. Average cost per new mile (Middle Mile)				
2. Average cost per household passed (Last Mile)				
3. Average cost per subscriber (Last Mile)				
4. Projected maximum broadband speed to be advertised				
5. Projected average broadband speed to be provided				
6. Please list the counties within each state where your grant-funded infrastructure will be deployed. Please also list the Census tracts that comprise your service area(s).				
COMMUNITY ANCHOR INSTITUTIONS				
7. Please provide information on the types of community anchor institutions capable of receiving service as a result of BTOP funds:				
Type of Community Anchor Institution	Total Number Within Service Area	Type of Community Anchor Institution	Total Number Within Service Area	
Schools (K-12)		Public Housing		
Libraries		Other Institutions of Higher Education		
Medical and Healthcare Providers		Other Community Support Organizations		
Public Safety Entities		Other Government Facilities		
Community Colleges		Total Community Anchor Institutions		
DARK FIBER				
8. If you plan to wholesale dark fiber, please provide the anticipated number of wholesale customers and the number of fiber miles you intend to lease to those customers.				

All potential CAIs that can benefit from the project (direct or via third parties)





Annual Indicator Data Sources

Annual Indicator		Data Sources
1	Average cost per new mile	<ul style="list-style-type: none">Key Metrics DashboardApplication and Revisions Memo
2	Average cost per household passed	
3	Average cost per subscriber	
4	Projected maximum broadband speed advertised	
5	Projected average broadband speed to be provided	
6	Counties where infrastructure deployed	
7	Types of Community Anchor Institutions receiving service	





Project Plan

- Project Plan.
 - Mimics the Build-Out Timeline used in the application/due diligence.
 - Project inception (Year 1, Qtr. 1) begins on your award start date.
 - Narrative explanation column to explain briefly how this timeline differs from the schedule provided in your original application.
- Provides an activity and schedule-based view of the project.
 - Should align with expenditure plan (Milestones).
 - Should align with performance deliverables (Quarterly Metrics).
 - List the major network build-out phases and milestones that can demonstrate that the project will be substantially complete by the end of Year 2 and fully complete by the end of Year 3.





Project Plan

Time Period	Quarter	Milestones	Narrative Explanation (if any)
Year 1	Qtr. 1	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 2	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 3	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 4	<ul style="list-style-type: none">List all relevant milestones	
Year 2	Qtr. 1	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 2	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 3	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 4	<ul style="list-style-type: none">List all relevant milestones	
Year 3	Qtr. 1	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 2	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 3	<ul style="list-style-type: none">List all relevant milestones	
	Qtr. 4	<ul style="list-style-type: none">List all relevant milestones	





Submitting CCI Baseline

Use the "Action" drop-down in GOL to "Create Award Action Request"

On the AAR Index page, select "Satisfied Special Award Condition"

Use the "SAC Name" drop-down menu & select "Baseline Project Plan"

In "justification", note submission of the baseline & click "Save"; click "Attachments" & upload the baseline

When you are ready to submit, click "Save and Start Workflow"

The AOR may open their GOL Inbox and click on "Tasks" to review the report

Use the drop-down menu to select "Forward to Agency", add any comments, click "Save" and "Submit"

 Recipient





Lessons Learned from Round 1

- Many recipients reported percentages based on Federal expenditures; however, percentages should be based on total project budget (Federal and matching expenditures).
- Please ensure your milestone percentages are whole numbers (you can only provide whole numbers in PPR).
- For many questions, please do not leave an answer blank. All questions should be answered, with “**N/A**” populated for questions that are not applicable.
- Please ensure that the subcategories of CAIs (Schools, Libraries, Community Colleges, etc.) add up to the total number of CAIs.
- Please pay special attention to number of signed agreements vs. number of agreements in negotiation; also focus on **NEW** access versus **IMPROVED** access.





Summary

- Baselines will be a key tool used to measure your project performance.
 - Quarterly and annual PPRs will be compared against Baseline reports.
 - Used to identify gaps in expected and actual budget / financials, project benefits, and activities.
- Project performance against baseline is a major factor in determining monitoring activities.
 - Monitoring Levels result in varying actions taken by Program Office and Grants Office.

Task	Due Date
Submit Baseline <i>Recipient</i>	11/15/2010
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Resubmit Baseline with SIR Response <i>Recipient</i>	12/17/2010
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